



# S.A.R.C.I

Assignment Title: Team Standard

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Team Mentor: Han Peng

Group Members: Dylan Woolley, Vidal Martinez, Randy Durinck, Jabril Gray

Team Sponsor: General Dynamics Mission Systems

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## The Intro

The following document outlines team roles for each member, the expectations of the team meetings, team tools and standards, and team self evaluation. Dylan, Jabril, Randy, and Vidal comprise the SARCI team for the Site Weather and Power Recorder. Each member has been designated a responsibility based on their availability, desire, and skill. Certain expectations have been made on team meetings. Covered here will be the meeting times, structure of the meeting, record keeping, how to resolve disagreements, attendance, and conduct. Various tools and procedures will be used in this project; the defined the mechanisms to share and manage code, how to track issues, how to develop and deliver documents, and the composition and review process. Finally, the process to self review for each team member is critical to evaluate perceived success and growth as well as address a member's challenges if any.

## Team Members and Roles

- **The Team Leader:** Dylan will be responsible for coordinating tasks, following up with other team members on their progress on tasks, leading meetings, and coordinating and communicating with the client.
- **The Recorder:** Randy is in charge of maintaining meeting minutes for the scheduled weekly team meetings as well as any impromptu meetings.
- **The Architect:** Vidal is expected to ensure all core architectural decisions adhere to client and team expectations during implementation.
- **The Release Manager:** Jabril will lead project versioning and branching within the repository. This includes pull request reviews, maintaining commit logs, and ensuring the branches, such as the release branch, are in order.

## Team Meeting Expectations

- **Meeting Times:**
  - Meetings with team members will occur weekly at 10:50 am on Tuesday and Thursday and will cover status updates and if necessary assignment tasking.
  - Meetings with the client will occur on a biweekly basis at 11:30 am on Tuesday and will cover status updates and Q&A with the client.
  - Meetings with the mentor will be weekly at 1:00 pm on Tuesday.
  - Any impromptu meetings will be normally announced via Discord, but in case of an emergency, phone numbers have been shared for faster response.
- **Agenda Structure:** The team member meetings will begin with a summary of what each team member has done recently. Once each member has done a

quick summary the team leader will announce upcoming assignments and discuss with the rest of the team on who will be assigned the upcoming tasks. To avoid any misunderstanding or disagreement, the team leader will recap the designated tasks and expected completion dates.

- The client has requested to review the contents of assignments before submission for approval to verify the team stays in accordance with the non disclosure agreement. When applicable the team will email the client the documents for review at the end of the meeting.
- **Minutes:** The recorder, Randy, will take notes of each meeting and post them in the team's Discord server once the meeting has ended. Following the meeting Randy will fill out the task report and share this document in the Discord server as well.
- **Decision-Making Process:** In the event of a disagreement among team members, majority rule wins. If a decision is split two to two, then the first step will be discussion of the case to break the tie. If there is no successful resolution of the tie, then a third party will be addressed. This third party will be the team's mentor, otherwise Dr. Leverington or Dr. Doerry.
- **Attendance:** This will be handled on a case by case basis. In general the expectation is to provide clear and early notification when a team member is unable to attend a meeting.
  - Emergencies such as being ill or the death of a family member are reasonable exceptions for unexplained absence otherwise an explanation is required and the team will decide how to proceed.
  - Team meetings will allow one no call, no show. Client meetings have zero tolerance for absence unless of an emergency. Mentor meetings have the same expectations as client meetings, but with more leniency on what constitutes an emergency.
  - If a meeting is missed, then the procedure for the absent member is as follows: Check the team Discord server for all updates, message the team on Discord and ask any necessary questions on the last meeting, make sure to verify all task assignments tasked during the meeting, and understand that by missing the meeting you do not get a decision in the tasks you are assigned.
- **Conduct:** The team leader, Dylan, will lead conversation and keep the team's interactions on track. Any dispute will be handled as a team with all members present. If it is a minor matter, then it can be handled by the members directly involved. Regardless, the team members involved in the dispute will give their view and case on the situation. The content each member provides must remain constructive, calm, and polite. It is expected that the members who are not disgruntled attempt to keep the peace and deescalate the situation if necessary.

After discussion has concluded all members will provide their conclusion on the matter to find a solution, compromise, or some way to conclude the dispute. If an agreement cannot be found, then proceed to the decision-making process.

## Tools and Document Standards

- **Version Control:** The team will use GitHub for versioning and sharing code.
  - The 'main' branch will act as the current release branch: containing code ready to be shown to the client. This branch will be accessed only by the release manager, Jabril.
  - The 'test' branch will be for testing the latest developed code that is not ready for release. Once the test branch has been approved by Jabril, it will be merged with the main branch.
  - The 'feature' branches will be used to develop and add functionality to the test branch. There should only be one editor per feature branch with changes pushed to the remote feature branch at least once per work day. Jabril will be in charge of reviewing each feature branch before being merged with the test branch.
- **Issue Tracking:** The team will be using the website Trello. It will be everyone's responsibility to update the issue board for their own task updates.
- **Word Processing and Presentation:** The team will be using the Google Suites for shared work documents within a shared drive. The team may put these products into the Microsoft suite for individually created documents, but the shared drive will always act as the main document sharing hub.
- **Composition and Review:** This will be handled by the team leader, Dylan. The team leader will be responsible for bringing assignments together, finalizing the document, ensuring the requirements are met, and that the document(s) look professional. In the case where he is unable to accomplish this task, this work can be delegated to another member or members of the team by discussion with all team members. The member(s) most capable of completing the review will be given the task.

## Team Self Review

- The team will have a monthly team self review during the Tuesday or Thursday team meeting time. Each member will take a turn to discuss their own performance. The general structure of self review is:
  - What the team member did in the last month.
  - What the team member feels they did well in the last month.
  - What the team member feels they struggled with or did not do well in the last month.

- What skills the team member feels they need to improve.
- Once all members have given their performance review any member may ask questions or address an issue. Any criticism must remain constructive similar to the conduct section. The team leader will lead this discussion to keep the review on track.